

## All Saints with St Frideswyde

### Bookings Form and Conditions of Use

We are delighted that you want to use our premises but we have a number of requirements with which you must comply to ensure that others can use the premises after you and that you and your guests can be safe. These are listed below and you are required to sign this form to indicate you will adhere to the requirements.

This signed document constitutes an agreement between us for the hire of the agreed room for the agreed times and for compliance with the terms and conditions.

1. Type of event \_\_\_\_\_
2. Date and time of event \_\_\_\_\_  
(PLEASENOTE: you should book sufficient time for the setting up and clearing away of your session)
3. Contact details: name/ address? Phone number  
\_\_\_\_\_
4. Deposit of £ 50 is required returnable once the hall has been checked and cleaned.
5. Payment must be received one month before the date- for regular bookings payment must be quarterly in advance.
6. The church is located in a residential area therefore noise must be kept to reasonable limits.
7. The church Health and Safety policy requires PAT testing of all electrical appliances.
8. If hiring a bouncy castle to use on our premises, please check it is PAT tested and the hirer has insurance.
9. No alcohol may be sold without a temporary license.
10. The church will not allow events such as Halloween parties which are contrary to the ethics of the Christian Faith.
11. No smoking is allowed in the building or grounds
12. Breakages and damages must be paid for including any damage to walls; please do not use pins sellotape or blue tack on walls or remove organisation notices.
13. At the end of the booking, the kitchen must be clean, rubbish sorted for recycling and taken out to the appropriate bins, toilets checked, flushed and clean, furniture wiped and put back and the floor swept clean. Any additional cleaning needed will be deducted from the deposit.

Signature of Hirer \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_